

Satisfactory: Contractor was able to meet normal expectations with little or no Government assistance. Products or Services were generally delivered on schedule and met all quality requirements. Personnel were qualified and management usually responded sufficiently and timely.

Excellent: Contractor exceeded normal expectations. Products or services were always delivered on or ahead of schedule and were of the highest quality, personnel were highly qualified and management demonstrated a consistent desire to be responsive to the Government's needs.

Comments or suggestions :

Type in text

ATTACHMENT 4

Performance Requirements Summary

Contract Requirement	Work Requirement	Standard of Performance	Ver. Method	MADR*	Wt.
Mishap and Safety Statistics Reports-DRD 977SA-002	Report mishaps and related information required in producing MSFC Safety Metrics.	Occurrence of type A, type B, or type C mishap determined to be in violation of the contract Safety Plan, DRD 977SA-001. This determination shall be made by the Contracting Officer.	Contractor submission of MSFC Form 4370 for type A, B, or C mishaps	0%	10% **
Monthly Status Reports DRD 977MA-002	Provide visibility of contract performance, current status, and accomplishment compared with planned activities.	Reports are due monthly, no later than 15 calendar days after the end of the contractor's accounting month.	Status Reports	2 business days	\$1,000
Customer Survey Tally	Provide visibility into overall customer satisfaction.	Tallys are due no later than 10 business days after the end of the quarter.	Customer Survey Tally	2 business days	\$1,000
Customer Surveys	Measure quality of services provided.	Occurrence of unsatisfactory rating.	Customer Surveys	0%	\$1,000
Staffing Requirements	Measure of time taken to staff new/vacated positions.	Position(s) must be staffed within 10 work days after receipt of funding.	Customer Surveys	0%	5%**

*MADR: Maximum Allowable Defect Rate - Sets forth the maximum allowable deviation from perfect performance for each listed requirement that may occur before task order values are reduced.

** Represents the potential profit for the respective task order.

ATTACHMENT 5

Applicable Regulations, Procedures, and Documents

The documents listed herein contain specifications to which the work must conform. The Contractor shall comply with the requirements of these documents and all revisions thereto.

The Contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as CaER Organization Issuances (OI's). Applicable regulations, procedures, and documents have been provided electronically with this RFO. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented.

The following documents are applicable as stated in the PWS and Data Procurement Document (977).

29 CFR 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry
40 CFR	Protection of the Environment
42 USC 2451	The National Aeronautics and Space Act of 1958, as amended
NFPA Standards	National Fire Codes

OMB Circulars

OMB Circular A-130	Management of Federal Information Resources
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NASA Documentation

NASA-STD-8719.11	Safety Standard for Fire Protection
NPD 1000.1	NASA Strategic Plan
NPG 1441.1	NASA Records Retention Schedules
NPG 2810.1	Security of Information Technology
NPG 5100.4	Federal Acquisition Regulation Supplement (NASA/FAR Supplement)
NPG 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NPG 8715.3	NASA Safety Manual

MSFC Documentation

MPD 1280.1	Marshall Management Manual
MPD 1800.1	MSFC Smoking Policy
MPD 1840.1	MSFC Environmental Health Program
MPD 1840.2	MSFC Hearing Conservation Program
MPD 2210.1	Documentation Input and Output of the MSFC

	Documentation Repository
MPG 1040.3	MSFC Emergency Plan
MPG 1130.1	MSFC Implementation Planning Process
MPG 1130.2	MSFC Annual Report Process
MPG 1380.2	Center Public Exhibits Guidance and Process
MPG 1440.2	MSFC Records Management Program
MPG 1800.1	Bloodborne Pathogens
MPG 1810.1	MSFC Occupational Medicine
MPG 1840.1	MSFC Confined Space Entries
MPG 1840.2	MSFC Hazardous Communication Program
MPG 1840.3	MSFC Hazardous Chemical in Laboratories Protection Program
MPG 2810.1	Security of Information Technology
MPG 8715.1	Marshall Safety, Health, and Environmental (SHE) Program
MPG 8870.1	MSFC Environmental Management Program
MWI 8621.1	Close Call and Mishap Reporting and Investigation Program

In addition to the regulations and procedures identified elsewhere in this contract, the Contractor shall comply with, or remain cognizant of the following directives and procedures. This listing is not intended to relieve the Contractor of its responsibility for applicable regulations, directives, and procedures when performing work on-site at MSFC.

MPG 1100.1	Marshall Space Flight Center Organizational Manual
MPG 1280.4	MSFC Corrective Action System
MPG 1280.5	MSFC Preventative Action System
MPG 1280.6	Internal Quality Audits
MPG 1410.1	Document and Data Control for Organizational Issuances
MPG 1600.1	MSFC Security Procedures and Guidelines
MPG 2190.1	MSFC Export Control Program
MPG 2500.1	Marshall Telecommunications Services
MPG 4000.2	Property Management
MPG 6700.1	Motor Vehicle Fleet Operation
MWI 1280.2	MSFC Quality Comment System
MWI 1280.4	MSFC Quality System Deficiency Notification System
MWI 4200.1	Equipment Control
MWI 8715.9	Safety Plan for Contractors
MWI 8715.11	Fire Protection

Organizational Issuances (OI's)

The following OI's are provided for information purposes only.

CD01- OWI-001	CaER Directorate Organizational Document Control Process
CD01-OWI- 002	Mission Services Contract Management
CD01-OWI- 003	CaER Records Management Plan
CD02-OWI- 004	Program Functional Manager
CD10-OWI- 001	Human Resources Document Control System
CD10-OWI- 003	Staffing and Placement
CD10-OWI- 004	Position Management and Position Classification
CD10-OWI- 005	Qualifications Determinations
CD10-OWI- 014	Senior Executive Service Staffing Process Qualifications Determinations
CD10-OWI- 017	Centerwide Administrative Services Contract Management

ATTACHMENT 6

Installation-Provided Property and Services

In addition to the property and services set forth in Clause 1852.245-77 (paragraph 54), the Government will provide the following property and services to all on-site personnel under this contract as necessary. These items include, but may not be limited to, the following:

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- (1) Computer workstations (one seat license per person under MSFC's Outsourcing Desktop Initiative for NASA (ODIN) contract) and associated maintenance (general and specialized)
 - (2) Document reproduction equipment
 - (3) Application software
 - (4) Government-Provided Property/Services currently being provided as listed in the RFO are incorporated by reference.
 - (5) One vehicle - Sedan

NOTE: GOVERNMENT FURNISHED PROPERTY WILL ONLY BE PROVIDED FOR WORK PERFORMED ONSITE AT MARSHALL SPACE FLIGHT CENTER, GOVERNMENT LEASED FACILITY IN HUNTSVILLE, AL, AND GOVERNMENT PROVIDED SPACE AT ROCKETDYNE, CANOGA PARK, CA.

ATTACHMENT 7

***** MOU WD PROGRAM *****

WASHINGTON D.C. 20210

ORIGINAL SIGNED BY:

Wage Determination No.: 1994-2008

William W. Gross
DirectorDivision of
Wage DeterminationsRevision No.: 17
Date Of Last Revision: 01/28/2002

States: Alabama, Tennessee

Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale,
Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Winston
Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE
RATE

MINIMUM WAGE

Administrative Support and Clerical Occupations

Accounting Clerk I	8.76
Accounting Clerk II	10.55
Accounting Clerk III	13.41
Accounting Clerk IV	16.77
Court Reporter	13.58
Dispatcher, Motor Vehicle	14.03
Document Preparation Clerk	12.18
Duplicating Machine Operator	12.18
Film/Tape Librarian	10.72
General Clerk I	8.65
General Clerk II	9.73
General Clerk III	10.42
General Clerk IV	12.19
Housing Referral Assistant	16.22
Key Entry Operator I	9.37
Key Entry Operator II	11.16
Messenger (Courier)	7.39
Order Clerk I	10.22
Order Clerk II	13.88
Personnel Assistant (Employment) I	9.17
Personnel Assistant (Employment) II	12.09
Personnel Assistant (Employment) III	13.51
Personnel Assistant (Employment) IV	13.73
Production Control Clerk	16.25
Rental Clerk	10.72
Scheduler, Maintenance	11.51
Secretary I	11.51
Secretary II	13.58
Secretary III	16.22
Secretary IV	19.75
Secretary V	21.92
Service Order Dispatcher	11.89
Stenographer I	13.44

Stenographer II	15.24
Supply Technician	19.75
Survey Worker (Interviewer)	13.58
Switchboard Operator-Receptionist	8.57
Test Examiner	13.58
Test Proctor	13.58
Travel Clerk I	8.22
Travel Clerk II	8.71
Travel Clerk III	9.29
Word Processor I	11.10
Word Processor II	12.46
Word Processor III	13.93

Automatic Data Processing Occupations

Computer Data Librarian	9.81
Computer Operator I	12.14
Computer Operator II	13.55
Computer Operator III	17.17
Computer Operator IV	17.91
Computer Operator V	19.83
Computer Programmer I (1)	16.22
Computer Programmer II (1)	19.10
Computer Programmer III (1)	22.79
Computer Programmer IV (1)	27.57
Computer Systems Analyst I (1)	24.64
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	12.14

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	17.50
Automotive Glass Installer	15.94
Automotive Worker	15.94
Electrician, Automotive	16.73
Mobile Equipment Servicer	14.45
Motor Equipment Metal Mechanic	17.50
Motor Equipment Metal Worker	15.94
Motor Vehicle Mechanic	15.98
Motor Vehicle Mechanic Helper	12.52
Motor Vehicle Upholstery Worker	15.22
Motor Vehicle Wrecker	15.94
Painter, Automotive	15.28
Radiator Repair Specialist	15.94
Tire Repairer	12.75
Transmission Repair Specialist	17.50

Food Preparation and Service Occupations

Baker	9.96
Cook I	7.87
Cook II	8.85
Dishwasher	6.95
Food Service Worker	6.95
Meat Cutter	9.99
Waiter/Waitress	6.82

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	17.56
Furniture Handler	13.94
Furniture Refinisher	17.56
Furniture Refinisher Helper	14.41
Furniture Repairer, Minor	15.98

Upholsterer

17.56

General Services and Support Occupations

Cleaner, Vehicles	7.99
Elevator Operator	8.06
Gardener	10.22
House Keeping Aid I	7.13
House Keeping Aid II	8.62
Janitor	8.06
Laborer, Grounds Maintenance	8.44
Maid or Houseman	6.63
Pest Controller	9.09
Refuse Collector	8.44
Tractor Operator	10.19
Window Cleaner	8.24

Health Occupations

Dental Assistant	10.98
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.88
Licensed Practical Nurse I	11.17
Licensed Practical Nurse II	12.54
Licensed Practical Nurse III	14.04
Medical Assistant	9.81
Medical Laboratory Technician	12.53
Medical Record Clerk	11.28
Medical Record Technician	13.60
Nursing Assistant I	7.75
Nursing Assistant II	8.71
Nursing Assistant III	9.50
Nursing Assistant IV	10.66
Pharmacy Technician	12.24
Phlebotomist	11.28
Registered Nurse I	14.90
Registered Nurse II	18.23
Registered Nurse II, Specialist	18.23
Registered Nurse III	22.05
Registered Nurse III, Anesthetist	22.05
Registered Nurse IV	26.43

Information and Arts Occupations

Audiovisual Librarian	21.15
Exhibits Specialist I	17.77
Exhibits Specialist II	21.76
Exhibits Specialist III	26.45
Illustrator I	17.77
Illustrator II	21.76
Illustrator III	26.45
Librarian	19.27
Library Technician	14.28
Photographer I	13.01
Photographer II	15.02
Photographer III	17.99
Photographer IV	22.00
Photographer V	26.70

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	6.94
Counter Attendant	6.94
Dry Cleaner	7.29
Finisher, Flatwork, Machine	6.94
Presser, Hand	6.94

Presser, Machine, Drycleaning	6.94
Presser, Machine, Shirts	6.94
Presser, Machine, Wearing Apparel, Laundry	7.32
Sewing Machine Operator	7.64
Tailor	8.36
Washer, Machine	7.46

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	18.68
Tool and Die Maker	22.78

Material Handling and Packing Occupations

Forklift Operator	14.82
Fuel Distribution System Operator	16.43
Material Coordinator	16.25
Material Expediter	16.25
Material Handling Laborer	9.58
Order Filler	10.87
Production Line Worker (Food Processing)	11.57
Shipping Packer	10.89
Shipping/Receiving Clerk	10.51
Stock Clerk (Shelf Stocker; Store Worker II)	12.11
Store Worker I	8.93
Tools and Parts Attendant	12.44
Warehouse Specialist	11.57

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	18.38
Aircraft Mechanic Helper	14.41
Aircraft Quality Control Inspector	20.21
Aircraft Servicer	15.98
Aircraft Worker	16.75
Appliance Mechanic	17.56
Bicycle Repairer	14.66
Cable Splicer	18.38
Carpenter, Maintenance	17.56
Carpet Layer	16.75
Electrician, Maintenance	20.61
Electronics Technician, Maintenance I	14.82
Electronics Technician, Maintenance II	25.55
Electronics Technician, Maintenance III	26.62
Fabric Worker	15.98
Fire Alarm System Mechanic	18.38
Fire Extinguisher Repairer	15.72
Fuel Distribution System Mechanic	18.38
General Maintenance Worker	16.43
Heating, Refrigeration and Air Conditioning Mechanic	18.38
Heavy Equipment Mechanic	18.38
Heavy Equipment Operator	17.87
Instrument Mechanic	18.38
Laborer	8.89
Locksmith	17.56
Machinery Maintenance Mechanic	20.72
Machinist, Maintenance	16.92
Maintenance Trades Helper	14.41
Millwright	18.38
Office Appliance Repairer	17.56
Painter, Aircraft	17.56
Painter, Maintenance	17.56
Pipefitter, Maintenance	18.38
Plumber, Maintenance	17.56
Pneudraulic Systems Mechanic	18.38

Rigger	18.38
Scale Mechanic	16.75
Sheet-Metal Worker, Maintenance	18.38
Small Engine Mechanic	16.75
Telecommunication Mechanic I	18.38
Telecommunication Mechanic II	20.21
Telephone Lineman	18.38
Welder, Combination, Maintenance	18.38
Well Driller	18.38
Woodcraft Worker	18.38
Woodworker	16.43

Miscellaneous Occupations

Animal Caretaker	7.19
Carnival Equipment Operator	7.70
Carnival Equipment Repairer	8.09
Carnival Worker	6.38
Cashier	6.50
Desk Clerk	6.90
Embalmer	18.01
Lifeguard	9.46
Mortician	17.26
Park Attendant (Aide)	10.21
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.87
Recreation Specialist	11.14
Recycling Worker	10.10
Sales Clerk	8.87
School Crossing Guard (Crosswalk Attendant)	7.12
Sport Official	8.87
Survey Party Chief (Chief of Party)	12.11
Surveying Aide	7.45
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	10.21
Swimming Pool Operator	9.72
Vending Machine Attendant	8.48
Vending Machine Repairer	9.72
Vending Machine Repairer Helper	8.48

Personal Needs Occupations

Child Care Attendant	6.95
Child Care Center Clerk	8.68
Chore Aid	6.82
Homemaker	11.01

Plant and System Operation Occupations

Boiler Tender	18.86
Sewage Plant Operator	17.56
Stationary Engineer	18.86
Ventilation Equipment Tender	14.41
Water Treatment Plant Operator	17.56

Protective Service Occupations

Alarm Monitor	11.60
Corrections Officer	12.80
Court Security Officer	10.88
Detention Officer	12.80
Firefighter	9.62
Guard I	8.73
Guard II	12.11
Police Officer	15.64

Stevedoring/Longshoremen Occupations

Blocker and Bracer	13.48
Hatch Tender	13.48
Line Handler	13.68
Stevedore I	11.66
Stevedore II	14.13

Technical Occupations

Air Traffic Control Specialist, Center (2)	28.33
Air Traffic Control Specialist, Station (2)	19.54
Air Traffic Control Specialist, Terminal (2)	21.51
Archeological Technician I	15.69
Archeological Technician II	17.56
Archeological Technician III	21.76
Cartographic Technician	22.32
Civil Engineering Technician	20.75
Computer Based Training (CBT) Specialist/ Instructor	24.00
Drafter I	13.99
Drafter II	15.69
Drafter III	17.77
Drafter IV	21.76
Engineering Technician I	12.79
Engineering Technician II	15.89
Engineering Technician III	19.09
Engineering Technician IV	26.34
Engineering Technician V	30.74
Engineering Technician VI	37.17
Environmental Technician	16.67
Flight Simulator/Instructor (Pilot)	26.49
Graphic Artist	19.39
Instructor	19.27
Laboratory Technician	14.09
Mathematical Technician	21.61
Paralegal/Legal Assistant I	13.59
Paralegal/Legal Assistant II	17.18
Paralegal/Legal Assistant III	20.96
Paralegal/Legal Assistant IV	25.37
Photooptics Technician	19.16
Technical Writer	23.07
Unexploded (UXO) Safety Escort	19.14
Unexploded (UXO) Sweep Personnel	19.14
Unexploded Ordnance (UXO) Technician I	19.14
Unexploded Ordnance (UXO) Technician II	23.15
Unexploded Ordnance (UXO) Technician III	27.74
Weather Observer, Combined Upper Air and Surface Programs (3)	16.72
Weather Observer, Senior (3)	17.08
Weather Observer, Upper Air (3)	16.72

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	12.67
Parking and Lot Attendant	8.18
Shuttle Bus Driver	11.97
Taxi Driver	9.91
Truckdriver, Heavy Truck	14.71
Truckdriver, Light Truck	11.97
Truckdriver, Medium Truck	13.56
Truckdriver, Tractor-Trailer	15.01

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost ~~reduces the hourly rate below that required by the wage determination.~~ The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}**

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF

1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

***** MOU WD PROGRAM *****

WASHINGTON D.C. 20210

ORIGINAL SIGNED BY:

William W. Gross , Division of
Director Wage Determinations

Wage Determination No.: 1994-2048

Revision No.: 16

Date Of Last Revision: 01/30/2002

State: California

Area: California Counties of Los Angeles, Orange

OCCUPATION NOTES:

Heating, Air Conditioning and Refrigeration: Wage rates and fringe benefits can be found on Wage Determinations 1986-0879.

Laundry: Wage rates and fringe benefits can be found on Wage Determination 1977-1297.

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION TITLE

MINIMUM WAGE RATE

Administrative Support and Clerical Occupations

Accounting Clerk I	10.25
Accounting Clerk II	11.17
Accounting Clerk III	13.08
Accounting Clerk IV	14.97
Court Reporter	14.89
Dispatcher, Motor Vehicle	14.89
Document Preparation Clerk	12.27
Duplicating Machine Operator	12.27
Film/Tape Librarian	12.84
General Clerk I	8.07
General Clerk II	9.87
General Clerk III	12.14
General Clerk IV	13.86
Housing Referral Assistant	16.63
Key Entry Operator I	9.38
Key Entry Operator II	11.80
Messenger (Courier)	9.28
Order Clerk I	11.81
Order Clerk II	12.81
Personnel Assistant (Employment) I	12.45
Personnel Assistant (Employment) II	13.97
Personnel Assistant (Employment) III	18.12
Personnel Assistant (Employment) IV	21.77
Production Control Clerk	16.13
Rental Clerk	12.64
Scheduler, Maintenance	12.64
Secretary I	12.64
Secretary II	15.47
Secretary III	16.63
Secretary IV	19.43
Secretary V	23.16
Service Order Dispatcher	12.84
Stenographer I	12.33
Stenographer II	13.85
Supply Technician	19.44
Survey Worker (Interviewer)	14.66
Switchboard Operator-Receptionist	10.68
Test Examiner	15.47
Test Proctor	15.47
Travel Clerk I	10.18
Travel Clerk II	11.08
Travel Clerk III	11.83
Word Processor I	12.94
Word Processor II	13.79
Word Processor III	15.90

Automatic Data Processing Occupations

Computer Data Librarian	12.71
Computer Operator I	12.71
Computer Operator II	14.68
Computer Operator III	17.75
Computer Operator IV	20.95
Computer Operator V	23.20
Computer Programmer I (1)	15.86
Computer Programmer II (1)	18.64
Computer Programmer III (1)	23.36
Computer Programmer IV (1)	27.44
Computer Systems Analyst I (1)	24.40
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.63
Peripheral Equipment Operator	13.67

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	19.28
Automotive Glass Installer	17.94
Automotive Worker	17.94
Electrician, Automotive	18.69
Mobile Equipment Servicer	16.15
Motor Equipment Metal Mechanic	19.45
Motor Equipment Metal Worker	17.94
Motor Vehicle Mechanic	19.16
Motor Vehicle Mechanic Helper	14.95
Motor Vehicle Upholstery Worker	17.19
Motor Vehicle Wrecker	17.94
Painter, Automotive	18.69
Radiator Repair Specialist	17.94
Tire Repairer	15.47
Transmission Repair Specialist	19.45

Food Preparation and Service Occupations

Baker	11.95
Cook I	10.78
Cook II	11.95
Dishwasher	7.66
Food Service Worker	7.59
Meat Cutter	11.95
Waiter/Waitress	8.40

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	18.52
Furniture Handler	12.42
Furniture Refinisher	18.52
Furniture Refinisher Helper	14.82
Furniture Repairer, Minor	17.04
Upholsterer	18.52

General Services and Support Occupations

Cleaner, Vehicles	7.96
Elevator Operator	8.60
Gardener	12.40
House Keeping Aid I	7.59
House Keeping Aid II	8.60
Janitor	8.60
Laborer, Grounds Maintenance	9.66
Maid or Houseman	7.59
Pest Controller	13.16
Refuse Collector	8.73
Tractor Operator	11.51
Window Cleaner	9.52

Health Occupations

Dental Assistant	12.21
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.28
Licensed Practical Nurse I	12.95
Licensed Practical Nurse II	14.54
Licensed Practical Nurse III	16.26
Medical Assistant	11.55
Medical Laboratory Technician	11.87
Medical Record Clerk	11.87
Medical Record Technician	14.30
Nursing Assistant I	7.49
Nursing Assistant II	8.43
Nursing Assistant III	9.19
Nursing Assistant IV	10.32
Pharmacy Technician	12.87
Phlebotomist	10.32
Registered Nurse I	19.26
Registered Nurse II	24.58
Registered Nurse II, Specialist	24.58
Registered Nurse III	29.97
Registered Nurse III, Anesthetist	29.97
Registered Nurse IV	37.16

Information and Arts Occupations

Audiovisual Librarian	18.98
Exhibits Specialist I	18.34
Exhibits Specialist II	22.72
Exhibits Specialist III	25.61
Illustrator I	18.34
Illustrator II	22.72
Illustrator III	25.61
Librarian	22.96
Library Technician	16.27
Photographer I	16.42
Photographer II	19.86
Photographer III	24.61
Photographer IV	27.74
Photographer V	33.56

Machine Tool Operation and Repair Occupations

Machine-Tool Operator (Toolroom)	18.52
Tool and Die Maker	23.95

Material Handling and Packing Occupations

Forklift Operator	12.95
Fuel Distribution System Operator	16.01
Material Coordinator	16.34
Material Expediter	16.34
Material Handling Laborer	11.47
Order Filler	12.38
Production Line Worker (Food Processing)	14.22
Shipping Packer	11.12
Shipping/Receiving Clerk	11.12
Stock Clerk (Shelf Stocker; Store Worker II)	12.20
Store Worker I	9.38
Tools and Parts Attendant	14.35
Warehouse Specialist	14.22

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	19.28
Aircraft Mechanic Helper	14.82
Aircraft Quality Control Inspector	20.07
Aircraft Servicer	17.04
Aircraft Worker	17.78
Appliance Mechanic	18.52
Bicycle Repairer	15.47
Cable Splicer	21.36

Carpenter, Maintenance	19.36
Carpet Layer	17.78
Electrician, Maintenance	23.43
Electronics Technician, Maintenance I	16.80
Electronics Technician, Maintenance II	21.87
Electronics Technician, Maintenance III	25.51
Fabric Worker	17.04
Fire Alarm System Mechanic	19.28
Fire Extinguisher Repairer	16.01
Fuel Distribution System Mechanic	19.28
General Maintenance Worker	17.78
Heavy Equipment Mechanic	19.86
Heavy Equipment Operator	22.17
Instrument Mechanic	20.16
Laborer	8.73
Locksmith	18.52
Machinery Maintenance Mechanic	18.57
Machinist, Maintenance	20.17
Maintenance Trades Helper	14.82
Millwright	21.56
Office Appliance Repairer	18.52
Painter, Aircraft	18.52
Painter, Maintenance	18.52
Pipefitter, Maintenance	19.82
Plumber, Maintenance	19.04
Pneudraulic Systems Mechanic	19.28
Rigger	21.90
Scale Mechanic	17.78
Sheet-Metal Worker, Maintenance	19.28
Small Engine Mechanic	17.78
Telecommunication Mechanic I	19.28
Telecommunication Mechanic II	20.91
Telephone Lineman	19.28
Welder, Combination, Maintenance	19.28
Well Driller	19.28
Woodcraft Worker	19.28
Woodworker	16.01

Miscellaneous Occupations

Animal Caretaker	9.21
Carnival Equipment Operator	10.01
Carnival Equipment Repairer	10.78
Carnival Worker	7.59
Cashier	9.73
Desk Clerk	12.65
Embalmer	17.49
Lifeguard	9.80
Mortician	17.63
Park Attendant (Aide)	12.32
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.27
Recreation Specialist	15.25
Recycling Worker	11.51
Sales Clerk	10.67
School Crossing Guard (Crosswalk Attendant)	7.59
Sport Official	9.80
Survey Party Chief (Chief of Party)	25.88
Surveying Aide	14.24
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	19.50
Swimming Pool Operator	13.74
Vending Machine Attendant	11.51
Vending Machine Repairer	13.74
Vending Machine Repairer Helper	11.51

Personal Needs Occupations

Child Care Attendant	11.00
Child Care Center Clerk	13.72
Chore Aid	8.05
Homemaker	16.44

Plant and System Operation Occupations

Boiler Tender	19.28
Sewage Plant Operator	21.30
Stationary Engineer	21.30
Ventilation Equipment Tender	17.08
Water Treatment Plant Operator	21.30

Protective Service Occupations

Alarm Monitor	14.68
Corrections Officer	22.05
Court Security Officer	22.10
Detention Officer	22.10
Firefighter	22.15
Guard I	7.04
Guard II	14.68
Police Officer	27.07

Stevedoring/Longshoremen Occupations

Blocker and Bracer	17.07
Hatch Tender	17.07
Line Handler	17.07
Stevedore I	17.90
Stevedore II	19.48

Technical Occupations

Air Traffic Control Specialist, Center (2)	28.68
Air Traffic Control Specialist, Station (2)	19.77
Air Traffic Control Specialist, Terminal (2)	21.78
Archeological Technician I	16.39
Archeological Technician II	18.34
Archeological Technician III	22.72
Cartographic Technician	26.13
Civil Engineering Technician	23.72
Computer Based Training (CBT) Specialist/ Instructor	21.22
Drafter I	15.54
Drafter II	17.43
Drafter III	21.09
Drafter IV	26.13
Engineering Technician I	12.62
Engineering Technician II	14.17
Engineering Technician III	16.64
Engineering Technician IV	20.24
Engineering Technician V	23.23
Engineering Technician VI	28.11
Environmental Technician	21.05
Flight Simulator/Instructor (Pilot)	25.81
Graphic Artist	21.22
Instructor	20.13
Laboratory Technician	15.60
Mathematical Technician	22.52
Paralegal/Legal Assistant I	15.06
Paralegal/Legal Assistant II	18.36
Paralegal/Legal Assistant III	22.46
Paralegal/Legal Assistant IV	27.20
Photooptics Technician	21.21
Technical Writer	23.15
Unexploded (UXO) Safety Escort	18.22
Unexploded (UXO) Sweep Personnel	18.22
Unexploded Ordnance (UXO) Technician I	18.22
Unexploded Ordnance (UXO) Technician II	22.05
Unexploded Ordnance (UXO) Technician III	26.43
Weather Observer, Combined Upper Air and Surface Programs (3)	15.60
Weather Observer, Senior (3)	17.34
Weather Observer, Upper Air (3)	15.60

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	15.41
Parking and Lot Attendant	6.56

Shuttle Bus Driver	10.11
Taxi Driver	8.69
Truckdriver, Heavy Truck	16.47
Truckdriver, Light Truck	10.11
Truckdriver, Medium Truck	15.41
Truckdriver, Tractor-Trailer	16.47

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

***** HAZARDOUS PAY DIFFERENTIAL *****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of

the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

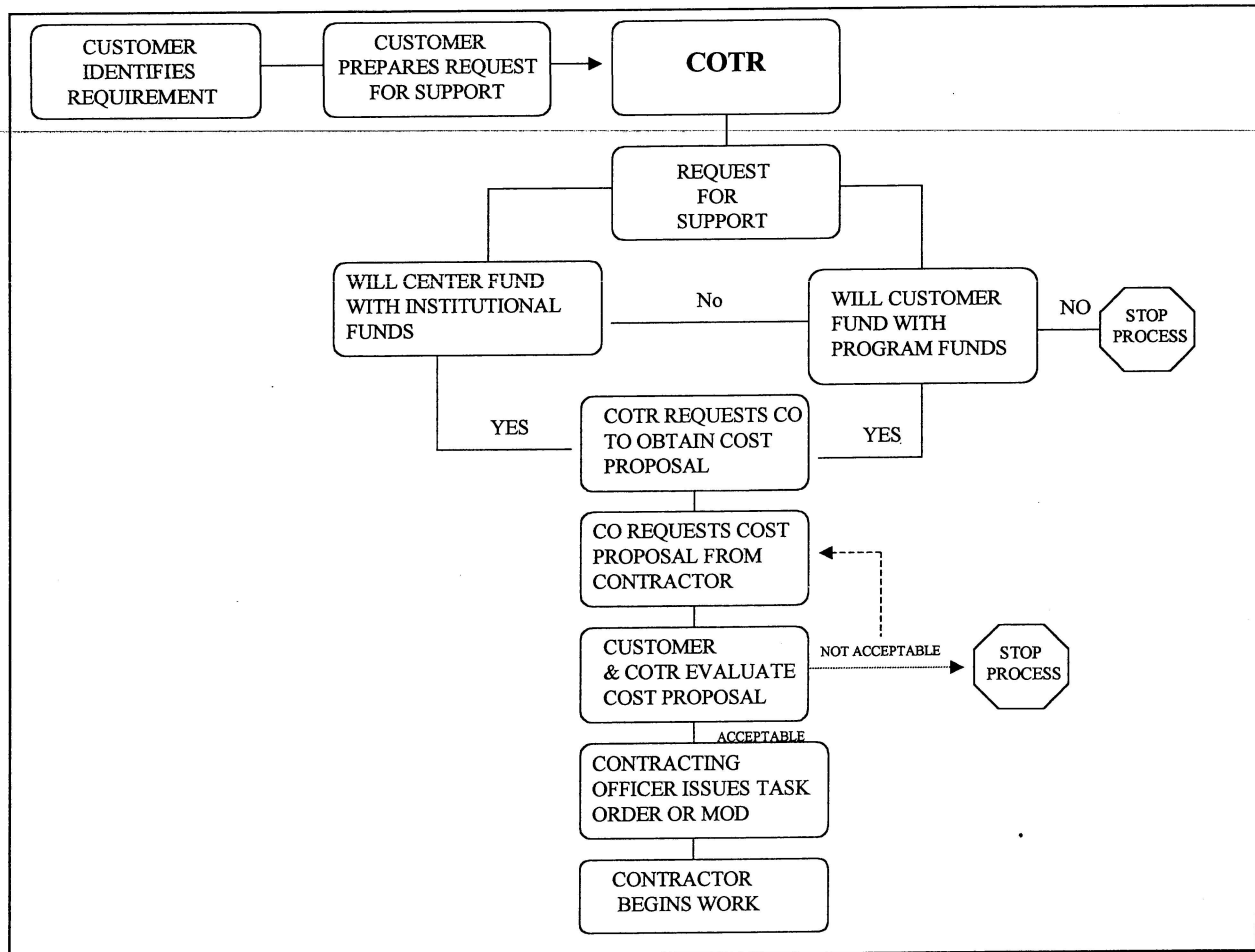
6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT 8

IDIQ Task Order Process



REQUEST FOR SUPPORT

FROM:

Type Name Here

Type Ofc Symbol Here

Type Date

TO : COTR CAS Contract

Administrative support is required :

Type dates from - to in this box

The following information concerning the description of duties to be accomplished **including volume** is submitted for your consideration:

Type duties description here

ATTACHMENT 9

Safety Performance Evaluation

1. CONTRACTOR RESPONSIBILITY. The Contractor is responsible for maintaining an effective safety program during the course of the contract with a goal to achieve a world-class program within the term of the contract. The Contractor will ensure that the requirements of the MSFC approved Contractor's Safety and Health Plan and applicable Data Requirement Documents (DRD) are met. Contractor safety performance evaluation will be based on the MSFC safety program elements. The Contractor shall conduct a quarterly self-evaluation based on these criteria. The CO/COTR, in coordination with the MSFC Safety Office, will validate the Contractor's self-evaluation.

Every quarter, the agreed score will be used to assess performance appropriately – positive or negative.

For the purpose of assessing the quarterly score, the Contractor and the CO/COTR, in coordination with the MSFC Safety Office, will reach a mutually agreeable determination based on the metrics reflected in the attachment. In cases where the Contractor and CO/COTR cannot reach agreement, the MSFC Ombudsman will hear arguments from both sides and make a final decision. This process shall not preclude the Contracting Officer from taking immediate action for any serious, willful, blatant, or continued violations of MSFC safety policy or procedures.

2. EVALUATION CRITERIA. Contractor self-evaluation and Government validation will be based on the applicable elements and sub-elements of the MSFC safety program shown below. Specific criteria are shown on page A-9-4 entitled "Safety Health Management Implementation Guide and Assessment Matrix." Deviations from the matrix criteria may be made, for cause, and must be approved by the COTR, CO and Government Safety Representative. Note that Element 1 has a management and an employee component. These are simply averaged to obtain the score for Element 1. The result should be carried to the second decimal point.

Management Commitment and Employee Involvement (ELEMENT 1)

Documented Safety Policy And Goals
Safety Committees
Safety Meetings
Subcontractor Safety
Resources
Access to Professional Safety Staff
Accountability (Disciplinary Program)
Annual Evaluation

Hazard Prevention and Control (ELEMENT 3)

Hazard Identification Process
Facility and Equipment Maintenance
Emergency Program and Drills
Emergency Medical Care Program
Personal Protective Equipment
Health Program

System And Worksite Hazard Analysis (ELEMENT 2)

Complete And Update Baseline Surveys
Perform Analysis Of New Work
Job Hazard Analysis/ Process Review
Self-Inspections
Employee Hazard Reporting
Mishap/Close Call Investigation
Injury/Illness Rates

Safety and Health Training (ELEMENT 4)

Employee
Supervisor
Manager

3. PERFORMANCE RECOGNITION.

Contractor performance will be recognized as follows:

- Level I – Annual rating score of ≥ 36 based on the average of the quarterly assessment scores, and a Lost-Time Incident Rate (LTIR) $\leq 50\%$ of the LTIR for the applicable Standard Industrial Classification (SIC) rate. *Formal award with public recognition Appropriate past performance referrals provided.*

Exception: Contractors with less than 100 employees located onsite MSFC. To be rated in Level I, the contractor shall have no lost time injuries during the past year.

- Level II – Annual rating score of ≥ 28 based on the average quarterly assessment score, and a Lost-Time Industrial Classification (SIC) rate and the scores remain the same, or reflect improved performance, from the previous period. If scores reflect a decrease in performance, no letter of commendation will be issued. *Formal letter of commendation. Will impact contract evaluation and past performance referrals.*

Exception: Contractors with less than 100 employees located onsite MSFC. To be rated in Level II, the contractor shall have no more than one lost time injury during the past year.

- Level III – Quarterly rating score of ≤ 16 or a Lost Time Incident Rate (LTIR) $>$ the Standard Industrial Classification (SIC) rate. *Formal letter expressing concern. Corrective Action Plan requested. Data placed in Past Performance Database. Failure to improve could result in contract options not being exercised.*

Exception: Contractors with less than 100 employees located onsite MSFC. A Level III rating will be given to a contractor having greater than two lost time injuries during the past year.

- If contractor's Safety Performance evaluation does not fall within the above categories. *No recognition.*

NOTE: The most current Department of Labor SIC rate, effective at the beginning of the annual evaluation period, will be utilized for LTIR evaluation. Lost Time Incidents shall be recorded in accordance with NASA requirements specified in MWI 8621.1, "Close Call and Mishap Reporting and Investigation Program." Final decisions on any disputed lost time injury determinations will be handled by established Government regulatory procedures.

4. CONTRACTOR ACCOUNTABILITY FOR MISHAPS.

The Contractor shall not be held accountable for injuries to their personnel or damage to the property they control that is caused by individuals or situations clearly outside the control of their contract.

5. EVALUATION PROCESS.

The evaluation process will be based on the major elements and their subelements cited in Paragraph 2.

The evaluation process will include these steps:

- Contractor to conduct quarterly self-assessment and assign numerical score to each element.
- Contractor self assessments will address compliance with their approved Safety and Health Plan.
- Contractor to have self-assessment validated by CO/ COTR and S&MA Office.
- On an annual basis, the Contracting Officer will apply contract incentives/recognition or consequences based on the average quarterly scores. The Contracting Officer will make a determination on a quarterly basis for items requested in paragraph 6 that are not reported. (Also, see paragraph 7 below.)

The evaluation process will use the Safety Health Management Implementation Guide and Assessment Matrix at Page A-9-4.

6. SAFETY METRIC REPORTING.

The contractor shall utilize MSFC Form 4371 to submit, on a monthly basis, information on all personnel and property mishaps that meet the criteria of a NASA Recordable Mishap (NPG 8621.1). Close calls and minor cases, including first aid and non-injury cases, shall be reported when there is a potential lessons learned or when action needs to be taken to prevent more serious damage, loss, or personal injury, (including communication of the incident to promote employee awareness). The report shall also include total hours worked and the number of safety inspections and safety meetings conducted during the month.

The contractor shall also utilize NASA Form 1627 to include details of any mishap, results of the investigation, and the corrective action plan.

7. FAILURE TO REPORT

If the contractor fails to report the items in paragraph 6 above in accordance with this contract, an amount of \$1,000 will be deducted for each occurrence of failure to report the required data.

Safety Health (S) Management Implementation Guide and Assessment Matrix

Score	Commitment and Involvement (Element 1)		Worksite System and Analysis (Element 2)	Hazard Prevention and Control (Element 3)	Safety and Health Training (Element 4)
	A. Management	B. Employee			
10	Benchmarking indicates "best in Class." In areas of visible management leadership, responsibility/accountability, meaningful metrics, and incentive/recognition systems.	Employees fully involved, safety committees functioning well, is a complete behavior process functioning at least one year, employees involved in process planning and risk assessment.	All subelements fully in place and functioning well for at least one year.	All programs and subelements fully functioning for one year, strong professional support.	All training processes functioning, all levels of personnel trained to identified needs, management training ongoing.
9	All subelements are in place and functioning well, but have as yet to reach full maturity.	All processes functioning but for limited time, employees involved to great extent.	All subelements in place, employees actively participating.	All programs and subelements in place and functioning.	All training processes established, management initial training complete.
8	One subelement not fully in place but all are being implemented.	Most processes in place, employee involvement growing.	All subelements functioning, employee participation growing.	At least five subelements functioning and one in final stage of implementation.	Most personnel trained to identified needs, training recordkeeping and recall system functioning.
7	Two subelements not fully implemented. Implementation in process on all elements. Employee participation and commitment widespread.	Process activities expanding through organization. Committees and teams functioning.	At least five subelements functioning and remainder established.	At least four subelements functioning, remaining two developing.	Management and supervisor training in process, specialized training in process.
6	All subelements in process or in place. Strong management leadership and commitment begun, metric systems in place, resourcing appropriate.	Employee representatives functioning, joint committees functioning, participating in risk assessment and accident investigation.	At least four subelements functioning and remaining three in process, employee participation beginning to spread through organization.	Medical and safety programs strengthening, emergency preparedness program established and exercised.	Management training in process developed, supervisor training developed, training recordkeeping and recall system developed.
5	Management commitment and leadership accepted by workers, worker participation and commitment begun, metric system.	Employee representatives appointed/elected, committees beginning to perform functions (investigation, analysis, process improvement).	All subelements established, employees beginning to participate.	Rules written, medical and safety programs developing Personal Protective Equipment adequate.	Training template completed for all personnel, training needs identified, process development begun, recordkeeping and recall system being developed.
4	Management commitment and leadership flowing down to workers, metric systems being developed, incentive/recognition system in process.	All processes being established, involvement and awareness enhancement growing.	At least five subelements initiated including self-assessment, hazard reporting, mishap close call investigations.	Rules in process, emergency preparedness program being developed.	Training development in process, specialized training established, mandatory training in process
3	Generally good management commitment and leadership, implementation plans approved for all elements.	All process needs identified, awareness and involvement enhancement activities begun.	Job Hazard analysis established, investigations strengthened and include employees.	Medical program initiated, safety and health program initiated.	Training needs evaluation completed, training templates in process, recordkeeping and recall system needs to be established
2	Management exhibits some aspects of leadership, accountability systems not well defined, employee participation framework defined, limited metrics.	Committees established, little activity, employee involvement beginning, awareness of process started.	Plans established to implement all subelements, at least two subelements beginning to function.	Personal protective equipment requirements established and being enforced, plans developed for other elements.	Training needs evaluation begun, training template forms developed.
1	Subelements have not been established to any significant extent, management leadership is lacking, little or no employee participation.	No committees, little or no employee involvement, no process, little process planning.	Two or fewer subelements established, no self-inspection, shallow accident investigation process.	Few or no programs or subelements established, few written rules, limited enforcement.	Training needs not established, no management training, limited or no supervisor training."